

**Position Requirements Document Cover Sheet****Position Number: 13944**

**Classification:** Business Manager, NH-0301-III  
**Local Title:** Business Manager  
**Employing Office Location:** Orlando, Florida  
**Duty Station:** Orlando, FL

**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)  
1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)  
2<sup>nd</sup> Div: Various Executive offices  
3<sup>rd</sup> Div:  
4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Robert L. Reyenga

**Title:** Business Operations Executive

**Signature:** \_\_\_\_\_ **//S//** **Date:** 5 June 2006

**Higher Supervisor or Manager:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James T. Blake

**Title:** Program Executive Officer

**Signature:** Michael Lozano for //S// **Date:** 7 June 2006

<b>FLSA:</b>	Exempt	<b>BUS Code:</b> 7777	<b>CL:</b> 1303
<b>Drug Test:</b>	No	<b>Emergency Ess:</b> No	
<b>Key Position:</b>		<b>OPM Functions Code:</b>	
<b>Sensitivity:</b>	NCS	<b>Status:</b> Competitive	
<b>Reason for Submission:</b>	New	<b>Subject to IA:</b> Yes	
<b>Previous PD Number:</b>		<b>Mobilization:</b>	
<b>Envir. Diff:</b>		<b>Career Prg ID:</b>	
<b>Acq Posn Category:</b>	K	<b>CAPL Number:</b>	
<b>Acq Career Level:</b>	3	<b>Acq Posn Type:</b> 1	
<b>Acq Special Asgmt:</b>		<b>Acq Prog Ind:</b>	
<b>Career Spec – Primary:</b>		<b>Career Spec – Sec:</b>	
<b>Cont Job Site:</b>		<b>Mobility:</b>	
<b>Financial Disclosure:</b> [ ] Public Financial		[ X ] Confidential Financial	
[ ] Supervisor	[ ] Manager	[ X ] Neither	
<b>Citation 1:</b> USOPM PCS for GS-301, TS-34, 11/79			
<b>Citation 2:</b> OPM PCS, Administrative Analysis Grade Evaluation Guide, Aug 90			

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization information:**

Position is located in an office of one of the Executives in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Business Manager, NH-0301-III

**III. Duties:**

Serves as the Business Manager for an organization in PEO STRI. The Business Manager advises and supports the executive office in formulation and execution of business practices, procedures and responses and in the review and evaluation of these activities.

**1. Business Management:**

Serves as the advisor on business management matters to include resource management, review and analysis, and the analysis, planning, prioritization and evaluation of programs. Monitors and reviews application of defense reform initiatives and manages other business areas such as activity based costing, Government Performance Results Act, internal controls and the adoption of best practices from private sector. Plans, oversees and monitors the budgetary, acquisition planning and programmatic functions. Assesses status, risk and contractor performance of programs. Assures that business plans and program acquisition strategies are appropriate and executable. Develops business operating procedures and policies. In conjunction with the Executive, analyzes workload, objectives and requirements of assigned programs to establish efficient management practices, determine and recommend personnel and administrative fund requirements and assure the highest degree of proficiency in the development of business plans and execution of assigned programs. Establishes work methods and procedures to support efficiency of operations.

**2. Program Management Support:**

Provides advice and program assessment to the Executive and staff. Evaluates trends in mission and support mission operations and identifies overlapping, duplicative or nonessential activities. Takes or recommends corrective action as appropriate.

Determines the need for special studies or analyzes and oversees their accomplishment. Evaluates overall program effectiveness and advises the Executive of recommendations for improvements. Assures a consistent application of executive office policies and responsibilities throughout the organization. Identifies aggregate cost, schedule and contract performance trends in programs. Reviews results of cost estimates, cost analyses and cost initiatives (e.g., cost as an independent variable and total ownership cost reduction) and special studies performed in support of the assigned mission. Advises the Executive of the adequacy of cost analyses, estimates and initiatives. Provides quantitative basis for executive and management decisions. Establishes business/program management requirements, objectives, and/or policies, develops long range budget plans and identifies/obtains required resources and support. Serves as the PM proponent and advisor on management and program improvement initiatives such as cost reduction, work simplification, Value Engineering (VE), Incentive awards, etc.

### 3. Financial and Resource Management.

Implements overall budgetary and financial system directives and guidance. Reviews program levels and ensures the leadership is cognizant of programmatic impacts and resource requirements. Responsible for formulating and presenting organizational budget submissions. Executes approved funding programs. Reprograms funding within authority levels. Orients Executive in budgetary and financial directives funding limitations/ceilings, rulings and legalities, bringing attention to funding problems decrements/shortfalls and recommending alternatives/solutions. Pursues alternative additional funding for unfinanced programs. Conducts costs-benefit analysis and economic analysis. Analyzes trends in funds allocation and utilization, prepares periodic performance reports to compare actual data with forecasts. Analyses are used for command financial report presentations and/or command assessments. Conducts review of unliquidated obligations; effects resolution action. Ensures collection of reimbursable funds under formal support agreements/memorandums of understanding.

Directs financial management aspects of program planning, execution, cost analysis, procurement and production elements of the office. Provides overall direction and serves as central focal point for participation in all phases of the Planning, Programming, Budgeting and Execution System (PPBES). Oversees the PPBES process for the organization and manages the funds control process. Resolves unanticipated, unprogrammed requirements,

shortfalls and other management problems. Reviews, analyzes and interprets higher headquarters planning, programming and budget policies, procedures and guidelines. Formulates and coordinates policy changes necessary to improve or execute PMO mission. Directs the implementation of approved plans and controls the ongoing resource management aspects pertaining to budgetary documents within the organization to ensure adequacy and accuracy of content, compliance with fiscal policy, justification/impact statements for funded and unfunded programs. Oversees the planning, commitment, obligation and expenditure of funds.

4. Represents the Executive in meetings and briefings regarding the programmatic and fiscal aspects of office programs. Participates in PEO STRI initiatives to evaluate and improve program and financial management policies and procedures.

5. Provides leadership, guidance, direction, training and evaluation of assigned functional program responsibilities and work efforts by organic, matrix, and support service contractor personnel involved in business, program and financial management. Provides senior resource management mentorship. Seeks ways to improve productivity and conserve manpower resources.

#### **Team Leader Responsibilities**

Distributes and balances work based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally handles problems affecting the team and specific individual complaints that can be resolved through face-to-face discussion.

Performs other duties as assigned.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to

mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication                      Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management      Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

## **Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes**

Ability to communicate orally and in writing.

Ability to gather, analyze, and present facts.

Knowledge of program planning and budgeting cycles.

Ability to interpret and apply rules, regulations, and procedures.

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds.

Knowledge of business, program and financial management principles, policies and procedures.

Knowledge of financial control and budget systems and management.

Ability to execute projects and/or studies within established financial and time constraints.

Ability to develop and utilize appropriate data collection techniques.

Ability to advise others.

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements.

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

Ability execute projects within established financial and time constraints.

Knowledge of cost and economic analyses principles, techniques, and practices.

Knowledge of analytical and evaluative methods.